IMC Meeting Minutes: 09-15-2006

Minutes transcribed by Georgia Frueh, OIT staff.

I. Call to Order: 1:35 pm – Chairman Picanso

IMC Commissioner Attendance: Lutz, May, McGimpsey, Monkman, Mulford, Picanso, Rippy and VanDerSchouw.

Introduction of Commissioners and Audience Members

A.   Chairman's Remarks

Chairman Picanso opened the meeting by saying that he would disburse his remarks throughout the meeting.

B. Meeting Minutes

Chairman Picanso called for a motion to approve the meeting minutes from the August 2006 IMC meeting. There was no discussion and they were approved unanimously.

Motion	Motion: Commissioner Monkman; 2nd: Commissioner Rippy

The IMC approved the 8-18-06 IMC Minutes.
Approved unanimously

C. Adopted Motions/Action Items

Chairman Picanso called forward Elain Radford, OIT staff, to provide the Commission with a review and discussion of the August 18, 2006 Motions and Action Items list. Ms. Radford facilitated the review of each action item, emphasizing that some have been completed and provided comments on those that are still in-progress.

Regarding Action Item #3: Commissioner VanDerSchouw will coordinate a conference call between the CEO of PMI and John Picanso.

Chairman Picanso acknowledged and thanked Commissioner VanDerSchouw for calling PMI saying that he did indeed receive a call from them and has not been able to call them back. He further stated, "that one is in my court."

Regarding Action Item #4: Elain Radford pointed out that there were some projects that have been added to the Dashboard and that it is an "In-progress" effort.

Regarding Action Item #5: Still In-progress.

Discussion: There was some discussion around **Action Item #2,** including the following Key Points:
- This will be a project start-up certification – As dictated by SB 063, the project will have to be certified by OIT first before their project can begin.

- Once the project begins then there will be discussion around color status and color changes within the project reporting.
- The CIO's will meet with the Sub-Committees, Risk Management Committee in a more formally organized process.

There was no more discussion.

II. Old Business

Chairman Picanso called forward Elain Radford, OIT staff, to present the IMC Executive Monthly Project Readouts and Dashboard Report.

A. Project Readouts

1. IMC Executive Monthly Project Dashboard Report

Elain stated that the **IMC Executive Project Dashboard** was in the Commissioner's Briefing Notebooks. She informed the Commission that two projects have been added to the Dashboard:

Number 5 – Department of Revenue (DOR)/CITA

Number 14 – Public Health & Environment (PH&E)/Mountain Plains States Consortium - WIC.

Ms. Radford also pointed out that the front page is a summary of all the projects and expressed the hope that it would be helpful to see all the projects at a glance.

At this point there was some discussion around a formalized process of projects reporting to the Full IMC Commission in terms of meeting a specific financial threshold and formal introduction of start-up projects.

Key Points:

- Currently projects are introduced by the CIO's before the Risk Management Sub-Committee and or their Enterprise Architecture sub-committee. We have not in the past, had new projects be formally introduced to the full IMC Commission.
- According to Senate Bill 149, the IMC will send over a recommendation to OIT and it will be considered, packaged and sent out within the project management space of the portfolio throughout Colorado.

A motion was made and seconded that **"new projects will presented to the full IMC commission in the presence of the project's CIO and his Executive Director."**

Motion	Motion: Senator May; 2nd: Commissioner VanDerSchouw
For all new agency IT projects required to report to the IMC, the agency executive director and/or CIO will provide a briefing to the IMC. SB06-149 requires all IT projects $100K or above to report to the OIT and/or IMC. Approved unanimously	

More discussion followed, with the point being made that no project be approved by the IMC (with whatever financial threshold is decided) unless it is presented by the Executive Director of the department with the support of the CIO whom is present.

A new motion was made **"that the first time a project goes into RED status, the same CIO and his Executive Director come to brief the IMC again."**

After discussion involving this "seeming like a rule" the point was made that the Commission had already agreed that the RED status letter mentioned earlier (included today in the briefing notebooks) would NOT be sent to the ED and the CIO.

Chairman Picanso asked for clarification at this point and Senator May withdrew the motion.

More discussion followed in terms the certification process of projects in RED status, and projects in GREEN moving to YELLOW and then into RED.

A motion was made to give OIT direction that the RED status letter be included in the original project certification process package due to the legislature in February 2007.

Motion	Motion: Senator May; 2nd: Commissioner Lutz

OIT will include the RED status letter to agency executive directors and CIOs in the project certification process package due to the legislature in February 2007.
Approved unanimously

More discussion followed with the point being made that it should not be an adversarial relationship between the Commission and projects. The message needs to be made very clear to executive directors and CIOs that the Commission should be a resource for them to come to for assistance as well as political support.

2. Projects Updates/Presentations

Elain Radford called forward **Brett Mueller, CIO for the CDOR – CSTARS**
a) CDOR – CSTARS:

Brett provided a short history of CSTARS and a brief update/status of the project to the IMC Commission.

Chairman Picanso thanked and acknowledged Brett and his team for a job well done and on time.

Elain Radford introduced **Aaron Wishon and Angela Bailey CIO of CDLE reporting on the Genesis PRA Project**

b) CDLE – genesis PRA:

Aaron gave a brief update and status of the project making the point that it is currently in RED status. He also stressed that there has been a leadership change and that he will now be in charge of the project. The project is being re-baselined and they expect an October 2nd

start date for the project. They also expect to come in on time with the original project schedule as well as being under budget for the project as a whole.

He then stressed the hard work by Angela's team over the last two weeks and the fact that OIT literally "came running" at their call to lend their support and help. He added that they will have IV & V on board by Monday (9/18) to certify their approach. He gave special thanks to Project Manager Jim Jones, OIT staff, for his hard work as well.

Aaron then provided a hard copy of a slide presentation entitled: **"Genesis/Super Project Recovery Assessment Approach and Outcome"** to the Commission and gave a detailed summary.

There was some discussion at this point around the Genesis project.

Key Points:
- Telephony system is experiencing a significant error rate
- Will require a complete re-write of code
- An RFI was completed about two months ago
- With the help of OIT they will be linking the Capitol Complex Phone Project and the Genesis Project closely together to make sure their requirements are meshed.
- Re-build effort will be the most difficult in terms of integrating available code into CDLE infrastructure

More discussion followed with Aaron making the point considering the cost of the system as a whole if it is started from scratch. Their methodology to solve this "piece of the puzzle" is to look at having ITSC provide a cost estimate for the re-bid.

Aaron went on to close with the point that the project is expected to be back in GREEN status and they will be at the IMC next month requesting to be put back in GREEN status.

No discussion followed this presentation.

Chairman Picanso called on Elain Radford to introduce: **Keith Clay/John Wagner to present HCPF – MMIS Re-Procurement and John Wagner/Patricia Warren to present HCPF – HIPAA NPI (Rule # 5)**

c) HCPF-MMIS Re-Procurement:

A handout of **MMIS Fiscal Agent Procurement** briefing was provided to the Commission and a detailed summary given.

There was some discussion brought up by Senator May at this point around the question of Medicaid fraud and he asked what systems are in place to address this issue.

Key Points:
- Provider fraud – the system itself edits for duplicate services being billed
- There is a QA group that audits claims – random checks
- Sub-system that also highlights aberrant provider billing practices

Another question regarding the performance of the Fiscal Agent for the past 10 years was answered in that they have been very responsive and have done a very good job.

There was a short discussion around IV&V on this project with the point being made that the IMC agreed in the Risk Management Subcommittee earlier today, that an IV&V is no longer required because the incumbent was awarded the MMIS contract, which significantly reduces the risks for this project.

There was no more discussion and John Wagner continued with a summary of the update for **HCPF – HIPAA NPI (Rule # 5)** using the handout.

d) **HCPF – HIPAA NPI (Rule # 5):**

Elain Radford stated, for the record, that in the Risk Management Subcommittee meeting, the IMC determined that IV&V is no longer required for this project because the incumbent was awarded the MMIS contract, which significantly reduces the risks for this project. Elain stated this information is needed on the record since the IMC had required an IV&V as a condition of the agency's budget request last year.

Chairman Picanso stated that the Commission agreed with the original assessment at this time.

No more discussion followed.

Elain Radford introduced a **Project Closeout for DOS – e-FOR³T Disaster Recovery facility with CIO Brian Balay/PM Kristine Champion** presenting with VIA West.

3. Project Close-outs:

a) DOS – e-FOR³T DR:

The Commission was provided handouts to coincide with the slide presentation. Brian Balay then summarized this very successful project and also provided the commission with a hard copy of the project completion report.

Chairman Picanso made a statement regarding the challenge for everyone to bring a project to a successful completion. He continued by acknowledging and thanking the project team for a job well done in terms of how well this project utilized strategic plan tasks, project plans, financing, etc., for advancing the State forward regarding integrating, collaborating and communicating better than we have in the past as well as building the private/public partnership.

There was some discussion around the question by Commissioner VanDerSchouw in terms of how many state agencies are in the eFOR3T facility and how many will be brought in by the end of the year. Brian stated that currently, the only agency that actually has equipment in the facility is his own, DOS. He added that "just this week we finalized a Memorandum Of Understanding" that would be issued to the agency, following the

same pattern that SIPA used, with the idea of getting a basic "no money exchanged" agreement on board. The policy would be established that they would not bring any equipment or engage any agency until this is signed.

Brian Balay then introduced the representative from VIA West. A short slide presentation of this data center provider was provided and summarized in detail.

Chairman Picanso raised the question of higher education support. Brian stated that they have opened this to all state entities including higher education, the state Historical Society as well as entities that are not state agencies, but part of Colorado Government that need to be taken care of.

There was discussion around neighboring states, i.e., Wyoming, Oregon and the fact that the information is being asked for and shared in terms of Disaster Recovery and security models.

Commissioner Mulford stated that he would like to make a motion that the IMC Commission take a very firm position that any disaster recovery programs/plans that are brought to this Commission in the future, be required to go to eFOR^{3}T for their primary solution.

Motion	Motion: Commissioner Mulford; 2nd: Commissioner Rippy

The OIT and IMC will take a firm position that any agency disaster recovery plan put forward will be required to use the e-FOR^{3}T as their primary solution.
Approved unanimously

III. NEW BUSINESS:

A.   Statewide Internet Portal

Chairman Picanso called Commissioner Rippy, Executive Director of SIPA forward to give an update.

Key Points:
- Vigorous in trying to maintain the alignment/consistency of the branding of Colorado with the office of Economic Development – (Brian Vogt) and have made very good progress
- Security is "job one" and the Portal is more secure than ever on "Colorado dot Gov"
- NIC has engaged Cyber Trust to perform annual assessments of all their state partners, Colorado being one of them. In the first quarter, Colorado's Portal will be one of sites to be assessed
- Disaster response will be set in policy so that everyone will know how to handle any incident
- Enhanced feedback utility
- Training program for NON-Technical people in agencies to learn CMS (Content management system)
- Currently approx. nine agencies are training – very positive feedback on this
- Interactive record delivery

- Press release got picked up nationally – better than within the state of Colorado
- One disappointment is that the Portal is not working will ALL agencies – there are a number of agencies waiting until they actually need a service
- Just signed an agreement with Douglas County – very positive
- Auto sales person's online licensing – will go live in 2 weeks. Reconciliation has been a struggle but now the process will be done online

Chairman Picanso opened it up for discussion and the point was made that online registration of vehicles is expected to happen by the end of October for a couple of counties – Douglas will be the first one and then county by county. The point was also made that Director Cook is working very hard to make the roll-out happen by mid or late October. Colorado Interactive is putting in a lot of resource to make that happen.

More discussion followed by Commissioner Lutz around the point made in the morning Sub-committee that some CIO's are really not sure how to engage SIPA.

Key Points:
- A sub-set of CIO's and the IMC, and SIPA will be organized – by Rick Malinowski - to hold a strategy meeting sometime in October to perhaps set a policy that "we as the IMC or the CIO Forum or SIPA might want to adopt, in terms of mandating that CIOs come to SIPA first."

More discussion followed around communicating and marketing SIPA – Ft. Collins was mentioned in terms of the city having an RFP for a Payment Engine when there is already one available through SIPA.

A discussion followed around Consolidation, Portal Servers etc.

Key Points:
- Challenges involving the use of domain names – with colorado.gov slash (Agency name) being the primary domain as opposed to forty different domain names/web servers
- There is slower than desired migration to the Colorado.gov domain name
- There is a good consolidation of web servers, but we're not exactly where we would like to be but it's improving

Chairman Picanso interjected here to mention the CIO Forum he attended yesterday, and made special mention of the agenda item regarding clarification of the guidance on domain naming of colorado.gov. He went on to say that there is a population that wants to use the "left side" of colorado.gov and a population that would agree to use the "right side" of colorado.gov. He continued, saying that at the suggestion of Commissioner Malinowski (who is helping to facilitate one of the co-chairs of the CIO Forum), Chairman Picanso make an agreement that OIT will produce a policy that will state that OIT will ask agencies to use the right side of colorado.gov (e.g.: colorado.gov/(agency domain name)

OIT will develop a policy on website domain naming that will require agencies to use the right side of Colorado.gov for their domain name.

Chairman Picanso also stated that he is waiting to hear back from Brian Vogt (Director Economic Development/Local Affairs) to jointly develop the policy since he has the branding responsibility for Government in Colorado and OIT has the "policy side" along with the IMC in some aspects of the IT material in the state of Colorado. He continued, saying that he feels that with the support of these two entities along with Colorado Interactive and SIPA, "we can move forward."

There was a bit more discussion with Commissioner Rippy also giving his full support.

Chairman Picanso followed up the with the question to Commissioner Rippy asking him what IMC, OIT or the State CIO could do to assist him. Commissioner Rippy responded by saying that their continued support and encouragement of the use of the Portal to meet the needs of any given project will go a long way.

There was a bit more discussion with Commissioner Rippy making the final point:

"The Portal's function is NOT to take away base funding for an agency, it is NOT to supplant any IT operations that they have, but to augment with new applications that they otherwise would not have the funding, the bandwidth, or the personnel to be able to achieve."

Discussion followed around the issue of "base funding" issue with Chairman Picanso making the following points:

- Neither the Commission or OIT through decision item recommendations has taken money away from an agency to go to the Portal
- Clarification was made that Commissioner Rippy was referring to base funding of an IT function, not applications or services

Chairman Picanso asked for any more discussion – there was none and he moved on to make special mention of the IT Planning Overview Executive Summary in the Briefing Notebooks.

He made a point to make special mention that each September and October the IMC meeting is moved to a week early in September and the last Friday in October to coincide with the OSPB Planning Session. Historically at this meeting the "roll-up" data is shared.

Chairman Picanso then went on to give a detailed overview of the presentation.

Senator May interjected during Chairman Picanso's discussion of e-Procurement to ask about a Bill that he introduced regarding e-Procurement legislation and on-line auctions at DPA. He went on to ask if it had been dropped.

Chairman Picanso put the question out to the floor and since no one had any information on this, he made a point to make this an Action Item to inquire about the status of the e-Procurement legislation and on-line auctions at DPA

Action Item **(Senator May)**

OIT will request an update from the Department of Personnel and Administration regarding the e-Procurement legislation and on-line auctions.

As Chairman Picanso continued on to Enterprise Architecture and in particular, E-mail consolidation, there was some discussion around cost, clarification of funding strategy, IT etc., and it was agreed that there has been some progress made, but much more work to do.

Chairman Picanso then continued going over the presentation, making the statement that he has "personally seen a lot of improvement."

Commissioner Rippy brought up the deficit of procurement in terms of being part of Risk Management. If there are agencies without a good procurement process on IT, "it doesn't matter how good our PMO is."

Chairman Picanso agreed to add this as a recommendation within the IMC Subcommittees to look at IT procurements.

Action Item **(Commissioner Rippy)**

OIT request the IMC Subcommittees look into agency IT procurement processes and their use of the IT Chart of Accounts that reflect specific acquisitions of IT products and/or services.

IV. Subcommittee Readouts

Chairman Picanso called for Commissioner Mulford to present **Enterprise Architecture:**

Key Points:
- Received a briefing from **Jim Lynn** , Public Safety CIO, and his team on their on-going Colorado Crime Information Center and the upgrades going on there.
- Will be receiving a presentation on the Message Switch Replacement project next month and they are well prepared to come in with the necessity and the benefits of this project.

There was no further discussion and was agreed that Enterprise Architecture has been covered in this meeting.

Chairman Picanso then moved on to the **IT Risk Management/Security** subcommittee and Commissioner VanDerSchouw stated that there was only one actionable item which was the MMIS / HIPPA project that John Wagner presented. The recommendation from the subcommittee was not to have IV & V on those projects.

Chairman Picanso stated that everyone was comfortable with this recommendation. He continued, making a special point that he attended the CIO Forum yesterday and had asked for volunteers because it is normally so lightly attended and supported. He went on to say that there were two CIOs, two IMC Commissioners, four or five OIT staff in attendance which was a very good "sign" because the work of the Policy subcommittee is going to be very critical over the next 90 days. He further stated that OIT will need a lot of support and help developing Policy as OIT's resources are limited.

Chairman Picanso then asked Commissioner Mike Monkman to present **Policy and Portfolio Management.**

Key Points:
- Policies regarding SB 063 and SB 149 will need to be generated as a result of legislation
- Deadline of February 1st for SB 063
- October 1st there will be a draft sent out to CIO's for first round input for policy
- By October 27, distribution to the IMC and another round for the CIO's in terms of editing with the goal of November 15 IMC meeting for the deliverable and vote taken

Chairman Picanso asked for any other business, there was none and the motion was made and seconded to adjourn.

Adjournment
Chairman Picanso adjourned the meeting at 5:20PM.

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The next IMC will be held on:
Friday, October 27, 2006
1:30pm – 4:00pm
Legislative Services Building – Hearing Room A
200 E. 14th Avenue
Denver, CO 80203